

PRINCIPAL NUTRITION WORKER

DEFINITION: Under general supervision, performs work of moderate difficulty in providing nutrition advice, guidance and assistance to families and individuals in accordance with the Women, Infants and Children (WIC) Program's mission; assists in the coordination of daily activities and supervision of staff at assigned clinic; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists and coordinates the daily operations of assigned program; conducts client certification; creates and monitors work, clinic and client schedules; provides guidance to assigned staff; assigns, directs and reviews the work of assigned staff; conducts performance appraisals; recommends selection, promotion, and disciplinary action when necessary; answers questions and resolves service issues; reviews charts and files to ensure compliance with eligibility requirements and ensures correct food package is issued; instructs individuals and family members in nutritional principles of diet, food selection, menu planning and food preparation; disseminates information and facilitates communication among staff.

Provides orientation for staff on policies and procedures; conducts in-service workshops on nutrition, food preparation, food preservation and native foods; provides individual and group education using topic lesson plans developed by Nutritionist; provides follow up on high risk clients; plans, develops, presents and coordinates educational presentation and community outreach activities such as health fairs, WIC and Nutrition program campaigns; participates in and conducts meetings; establishes and maintains communication with other community resources; investigates complaints; assists with vendor activities as assigned; performs supervisory responsibilities when delegated to act in the capacity of the Nutritionist.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and techniques of nutrition education.

Knowledge applicable Navajo Nation, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of supervisory principles and practices.

Knowledge of available and public resources in the community.

Knowledge of the Navajo culture.

Skill in organizing, supervising and reviewing the work of others.

Skill in developing and maintaining effective interpersonal relations.

Skill in communicating effectively both in oral and written methods.

Skill in managing constantly changing workloads.

Skill in interacting with people from different social, educational, philosophical and economic backgrounds.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate amounts of physical effort providing services in a clinical setting. Requires frequent loading and transporting client charts, clinical supplies and computer equipment to field clinics.

MINIMUM QUALIFICATIONS: A high school diploma or GED; successful completion of all six (6) Navajo Nation WIC Nutrition Program Competency Assessment Modules and pass the Annual Clinic Observation and Chart Review Evaluation; and two (2) years supervisory experience in a WIC or public health nutrition

THE NAVAJO NATION

Class Code: 3843
Community Education and Counseling Series
Food and Nutrition Worker Group
Overtime Code: Non-Exempt
Pay Grade: 60

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program; or Dietetic Technician Degree certified by the American Dietetic Association and pass the Annual Clinic Observation and Chart Review Evaluation; and two (2) years supervisory experience in a WIC or public health nutrition program.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.